

PRELIMINARY DISASTER RECORDKEEPING

Document!!! Document!!! Document!!! The importance of preliminary recordkeeping cannot be stressed enough. It is very difficult to recall the resource costs associated with the early stages of a disaster. Early documentation saves you from trying to recall and accurately identify these expenses once the excitement of the incident subsides. **Accurate documentation is necessary when making a claim for reimbursable expenses.**

This Tab includes four forms to assist in preliminary recordkeeping: Force Account payroll, Equipment, Rental Equipment, and Materials. The forms have been designed to include essential information and the items that are difficult to determine after the fact. They will be a vital resource when completing the final documentation in the disaster recordkeeping section. **These forms and their instructions are also located in TAB H.**

It is suggested:

1. These forms be reproduced and made into packets. Place the packets in the glove compartment of all primary response and command vehicles.
2. Train the individuals who will be using the packets on the necessity of preliminary recordkeeping.
3. Keep a list of the individuals who will be the department contacts for obtaining the preliminary information: Sheriff, Police Chief, Ambulance Crew Chief, Fire Chief, Road Department Foreman, Public Works Director and Chief Elected Officials.

***Special attention should be taken to document the expenses affiliated with any and all emergency repairs: road, bridges, equipment or structures.**

It is also necessary to keep accurate records of **Mutual Aid** requests or offers. The best way to track who, when and what was requested is to begin a personal log as soon as possible. Make sure you record all of your actions and those of the individuals assisting you. Stress this practice to those in a management role, such as Chief Elected Officials and emergency service chiefs.

■ **REMEMBER - EARLY DOCUMENTATION MAKES THE PROCESS OF COMPLETING FINAL REIMBURSEMENT FORMS MUCH EASIER AND MORE ACCURATE.**

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FORCE ACCOUNT LABOR RECORD

APPLICANT:		PA ID.				PW No.				DISASTER No.											
LOCATION/SITE:		PERIOD COVERING:																			
DESCRIPTION OF WORK PERFORMED:																					
														CATEGORY :							
NAME/TITLE		DATES (mm/dd)														COSTS					
																TOTAL HOURS	HOURLY RATE (\$)	BENEFIT RATE (%)	TOTAL HOURLY RATE	TOTAL COSTS	
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Total Regular Time Hours and Cost =																					
Total Overtime Hours and Cost =																					
																Grand Total Costs =					
I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS, OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDITS.																					
CERTIFIED BY:						Title :						Date :									

January 1, 2005

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FORCE ACCOUNT EQUIPMENT RECORD

APPLICANT:

PA ID# :

PW #:

Disaster # :

LOCATION / SITE :**PERIOD COVERING:****Description of Work Performed:**

CATEGORY:

TYPE OF EQUIPMENT

DATES AND HOURS USED EACH DAY

COSTS

**Indicate size, capacity , horsepower,
make and model as appropriate**

Equipment Code No. FEMA, State	
--------------------------------------	--

OPERATOR'S NAME	
--------------------	--

Hours
Days

Equipment Rate	
----------------	--

Daily
Per/Mile

**Total
Costs**

GRAND TOTALS =

I certify that the above information was transcribed from payroll records, invoices, or other documentation which are available for audit.

Certified By:

Title:

Date:

January 1, 2005

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RENTED EQUIPMENT RECORD

APPLICANT:

PA ID #

PW #

LOCATION/SITE:**DISASTER NUMBER:****WORK PERFORMED:****PERIOD COVERING:**

CATEGORY:

[illegible]

TOTAL RENTAL EQUIPMENT COSTS =

 CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS, OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED BY:

TITLE:

DATE:

January 1, 2005

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MATERIALS SUMMARY RECORD

APPLICANT :

PA ID#

PW#

LOCATION / SITE :**DISASTER NUMBER:****Description of Work Performed :****RECOVERY PERIOD:**

CATEGORY:

VENDOR	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	PURCHASE DATE	CHECK NO.	DATE USED	INFO FROM	
								INVOICE	STOCK
GRAND TOTAL									

I certify that the above information was transcribed from vendor invoices, stock cards or other documentation which are available for audit.

Certified By:

Title:

Date:

January 1, 2005